

# GUNNEDAH GOLF CLUB - BY-LAWS

## 1. Meetings

- 1.1 Board; Last Monday of each month - 6.00 pm
- 1.2 Match (Golf) Committee; Must meet once a month at their discretion, at least one week prior to the Monthly Board Meeting.
- 1.3 Special and Other; as requested by the President.

## 2. Management

- 2.0 A proposed change to a By-Law must be notified, in writing, to the Board of Directors a minimum of two (2) weeks before the Monthly Board Meeting.

### 2.1 Roles and Responsibilities

#### 2.1.1 Board; President and Directors

- President
  - a) is responsible for the general supervision of the club
  - b) conduct Board and Special Meetings
  - c) is responsible for the social supervision within the club
- Secretary
  - a) take minutes of Board, Match and Special meetings
  - b) liaise with General Manager and Office staff to ensure all minutes are typed and correspondence is answered
- Treasurer
  - a) ensure that proper financial and personnel records are maintained
  - b) provide proper financial reports to the Board at monthly meetings
  - c) ensure that all returns are completed and taxes paid
  - d) provide end of year financial reports to members
- Male and Female Golf Convenor
  - a) is responsible for organising the Match Committee
  - b) conduct Match Meetings
- Director
  - a) has a fiduciary duty to the Club and the members
  - b) is responsible for the declaring of a conflict of interest
  - c) have an obligation to ensure that all matters are dealt with appropriately
  - d) undertake to keep up to date with the management of the club

#### 2.1.2 Liaison Officers.

- Match Committee
  - a) is responsible for the control and management of all aspects of the playing of golf on the course, organising and conducting competitions and other matters associated with golf.
  - b) organise the program of events for the year

- c) resolve disputes as they arise
- d) provide information about players when required to appropriate individuals or organizations
- e) monitor play on the course, so as to reduce undue delay to the minimum level
- f) is subject to the direction of the Board of Directors and relevant By-Laws.

#### **Mixed Golf Committee**

- a) is responsible for organising, conducting and officiating Mixed Golfing competitions and other matters associated with Mixed Golf.
- b) resolve disputes as they arise
- c) provide information about players when required to appropriate individuals or the Board
- d) monitor play on the course, so as to reduce undue delay to the minimum level
- f) is subject to the direction of the Board of Directors and relevant By-Laws

#### ➤ **Greens and Arboretum**

- a) liaise with Course Superintendent and General Manager on course related matters
- b) co-ordinate the preparation of estimates for capital works
- c) co-ordinate working bees
- d) evaluate proposed changes to the course for presentation to the Board

#### **Water Management Committee**

- (a) will comprise of 3 members being the General Manager, Course manager and one other with a sound knowledge in the area of water management
- (b) to manage the club's water licences in accordance with Water NSW regulations
- (c) to order water for the course as required
- (d) to sell surplus water when deemed appropriate
- (e) to provide regular updates to the Board

\* reason – water licences held by the Club are an extremely important and valuable asset, correct and professional management of this asset is essential.

#### **Building and Parking**

- a) liaise with General Manager on building and parking matters
- b) co-ordinate the preparation of estimates for capital works
- c) co-ordinate working bees
- d) evaluate repairs, maintenance and proposals of a capital nature for presentation to the Board

#### **Social**

- a) co-ordinate raffles and helpers
- b) liaise with General Manager on planned social functions
- c) co-ordinate indoor sports competitions

## **By-Laws**

- a) to extract By-Laws from minutes and create written regulations for their implementation

### **2.1.3 General Manager**

Administer and manage the Club (Clubhouse and Golf Course) in accordance with the policy determined by the Board

- a) control financial and accounting matters
- b) have knowledge of government laws and regulations which are applicable to the Club
- c) a thorough understanding of the "Club and Hospitality" industry
- d) manage human resources
- e) assist the Board in developing short and long-term projects
- f) pursue positive public relations strategies

### **2.1.4 Course Superintendent**

The Course Superintendent is the person entrusted with the maintenance, operation and management of the golf course in accordance with the policies and protocols of the Club and relevant State and Federal legislation.

The Course Superintendent is accountable to the Board of Directors of the Club through the General Manager. Guidance on these policies and protocols will be provided on a formal and regular basis through meetings between the Course Superintendent and a nominated representative and the Board of Directors of the Club. The Course Superintendent is part of the Greens Committee and can address the Board of Directors on matters relating to golf course management and to assist in long term golf course management planning and policy formation.

#### **Specific Duties**

- a) Be part of the selection committee for golf course staff. Be responsible for the control and direction of golf course staff.
- b) Thoroughly train and cross train each employee in golf course management including at least the relevant minimum requirements of the Occupational, Health and Safety Laws.
- c) Thoroughly train the assistant superintendent to a level of skill whereby he or she can efficiently fulfil all of the duties of a Golf Course Superintendent.
- d) Develop golf course management budgets and budgets for capital works as required by the Board of Directors.
- e) Establish and implement maintenance programs which will achieve the quality and cost objectives of the Club.
- f) Benchmark standards and supervise technical work such as pesticide applications, irrigation, equipment maintenance, equipment operations, etc.
- g) Establish and periodically review safety programs for equipment use and for all activities concerned with golf course maintenance.

- h) Maintain complete records relating to the golf course maintenance activities including labour, machinery, pesticide applications, maintenance procedures, irrigation/weather records and inventory at the Club and submit records as required by the Club.
- i) Attend activities to remain updated and maintain current Horticultural Turf Industry accreditation.
- j) Establish both short and long term golf course development strategies as required by the Board of Directors.
- k) Be conscious of environmental management for the Course to ensure its native flora and fauna are maintained and encouraged.
- l) Purchase goods and services necessary for the maintenance of the Course on the best available terms and in accordance with the budget of the Club and also in accordance with the relevant By-Law (Purchasing Policy).

#### **2.1.5 Club Professional**

Manage the patronage of the golf course in accordance with the policy determined by the Board and General Manager.

- 2.2 Gunnedah Golf Club is committed to complying with the “Registered Clubs Act, 1976” and other current appropriate government legislation and regulations pertaining to the industry. The Board is committed to staff training. Particular emphasis is placed upon “Responsible serving of Alcohol”, “Responsible Gaming”, Workplace, Health and Safety”, etc.

#### **2.3 Staff Recruitment**

- 2.3.1 The General Manager to be appointed by the Board. The Interviewing Committee will be comprised of at least three (3) of the Board Executive. The Board Executive will consist of the President, Vice-President, Treasurer and Secretary.
- 2.3.2 The Course Superintendent to be appointed by the Board. The Interviewing Committee will be comprised of at least two (2) of the Board Executive, Greens Liaison and General Manager.
- 2.3.3 The Club Professional to be appointed by the Board. The Interviewing Committee will be comprised of at least two (2) of the Board Executive, one of the Golf Convenors and the General Manager.
- 2.3.4 Permanent staff employment on the Course will be interviewed by the General Manager, Course Superintendent and President or appointed Board Member.
- 2.3.5 Permanent staff employment in the Clubhouse will be interviewed by the General Manager and President or appointed Board Member.
- 2.3.6 All casual employment will be appointed by the General Manager.

### **3. Finance**

#### **3.1 Purchasing Policy**

##### **3.1i) Stock in Trade**

The General Manager will authorise the purchase and payment of all stock in trade and to that extent his delegation will extend to such levels as our business warrants. The General Manager may further delegate to his, course supervisor

and the bar supervisor such responsibility for purchasing goods in trade as he may from time to time require for the smooth running of the Club's operations.

### **3.1ii). Repairs, Maintenance, Replacement & Capital Purchase**

It is essential for the effective running of a large organisation such as a Golf Club to provide effective guidelines for purchases of capital items, replacements, repairs and maintenance and to provide a level of effective delegation. Set out below is a list of the delegations as well as a mechanism for provision of a preferred contractor system for repairs, maintenance and minor projects in and around the Club.

#### **3.1.1 General Manager**

The General Manager will have a delegation to spend up to \$25,000 on any repairs, maintenance or essential capital expenditure provided that the total extent of the expenditure will not exceed the capital expenditure budget set aside for this purpose by the Board for the 12 month period. Such purchases will be listed and such list presented to the Board at the ensuing meeting. The authorisation extends to all areas of the Clubs operation.

The General Manager's delegation to make purchases that have been provided for by the board in the capital budget providing that at the time of purchase there has been no material change in the clubs financial position.

Notwithstanding, this delegation does not extend to any purchase that includes any prize or benefit to any individual. Such purchases will require board approval.

Under the provisions of the delegation, The General Manager can authorise the expenditure of higher amounts associated with course expenditure than the Course Supervisor , up to his delegation of \$25,000 under the terms and conditions as shown above.

#### **3.1.2 Course Supervisor**

The Course Supervisor will have a delegation to spend on repairs, maintenance, replacements and capital expenditure of \$5,000 providing that the total amount expended will not exceed the amount provided for in the capital budget by the Board for the 12 month period.

#### **3.1.3 President**

The President has the same authority and on the same basis as the General Manager and in the absence of the General Manager have the ability to authorise such expenditure. In the absence of both the General Manager and the President, the President will have the right to delegate that authority to another Board member.

#### **3.1.4 Urgent Purchases**

The President, General Manager and Treasurer have a joint authority to authorise the purchase of items of plant, equipment and services required urgently to the value of \$40,000.00.

Urgent purchases may include keenly priced items that are required but with limited time to make the purchase. Urgent significant items may include repair

to equipment required to run the course or clubhouse. ( ie: pumps and water system, Air conditioning)

### **3.2 Quotation**

At least 2 quotes should be obtained for the purchase of any item or service worth in excess of \$10,000.00 unless that item or service is provided by a preferred contractor under the terms and conditions as set out under the preferred contractor heading below. The successful quote need not necessarily be the lowest quote as the quote should be assessed not only on the basis of price but also on the basis of service, back-up and previous successful association. Where possible all such purchasing should be made through local suppliers unless there is a saving of at least 10% to be made through the use of outside suppliers.

### **3.3 Preferred Contractor**

The Club has built up a successful association with a number of contractors predominantly in the building trade providing services such as building, plumbing, electrical and painting. These tradesmen have provided an excellent level of service at competitive pricing over a number of years and have an advantage in that they have a sound knowledge of the clubhouse and clubhouse systems. The list of preferred contractors should be reviewed annually. A contractor proposed to be included in the list of preferred contractors must be requested to provide the base hourly rate and they will charge for their service for the ensuing 12 month period. The General Manager must compare the quoted rate with the going rates within the trade. Only one quotation is required where a small project is carried out by a preferred contractor. A Small Project is a project in which the total cost of the project does not exceed \$40,000.00. Where a project exceeds \$40,000.00 alternate quotations are required.

### **3.4 Cleaning Contractor**

As per their existing contract.

## **4. Membership**

### **4.1 Annual Fees**

4.1.1 The Club will consist of the following categories of members (Male or Female):

- Playing Member
- Junior Playing Member
- Life Member
- Restricted Golfing Member
- Social Member
- Social Concession Member

*Current Fees - see Appendix 1.*

### **4.2 Payment of Fees**

4.2.1 Members are to pay their Annual Membership Subscription in one payment.

4.2.2 If a Member's Subscription has not been received by the end of July; a reminder for payment of fees will be sent to the Member.

### **4.3 Joining Policy**

- 4.3.1 A new Member (Full Playing, Restricted Golfing, Junior) joining the Club after the beginning of September will pay the Annual Subscription on a pro-rata basis.
- 4.3.2 If a Full Playing member re-joins within one (1) year, he/she pays the full yearly fee. The playing member may request, in writing to the Board, that they pay half the yearly subscription due to their extenuating circumstances. This being after the 1<sup>st</sup> January of the current Financial Year.
- 4.3.4.1 If a Full Playing/Restricted Golfing member resigns, becomes sick or for personal reasons is unable to play golf, they can apply to the Board for a refund (less Golf Affiliation and Golf Link Fees) on any outstanding Membership Subscription if they have paid the Yearly Playing Member Subscription and their written resignation is received within the first six (6) months of the current financial year.
- 4.3.4.2 If a Full Playing member resigns, becomes sick or for personal reasons is unable to play golf, they can apply to the Board for a refund on any outstanding pre-paid green fees.
- 4.3.5 The pre-paid green fee refund is calculated on the basis that a refund in the first quarter would be the yearly amount less the quarterly fee. In the second quarter, the refund shall be the yearly fee less two quarterly fees. In the third quarter, the refund shall be the yearly fee less three quarterly fees. In the last quarter, no refund is given.
- 4.3.6 A Junior Member upon attaining the age of 18 will be invited to join as a "Playing Member" and will not be required to pay further subscriptions, until the subscription becomes due.
- (note: Office Procedure to be enacted); The Junior Committee to inform the Office of a Junior Member turning 18. The Office will send a Membership Application to the person advised along with a letter outlining the proposal. It would be up to the individual to return the application.
- 4.3.7 A Full Playing Member can only be nominated for Life Membership by financial playing and voting Members. The Nomination Form must be lodged with the Club Secretary at least three (3) months prior to the Annual General Meeting. The nominee must meet a minimum of five (5) criteria that are listed on the Life Membership Nomination Form (Appendix 3). Upon receipt of the nomination, the Club Secretary shall submit the Nomination to the Board. If the nomination is accepted the Board will make a recommendation being placed before the Members at an Annual General Meeting of the Club.
- 4.3.8 A Restricted Golfing Membership entitles the member to play in Gunnedah Golf Club competitions and apply for and maintain a Golf Australia (AGU) handicap. A restricted golfing member will not be able to win a Club Championship (Singles, Men's/Women's/Mixed Fourball or Foursomes Championship), they will also not be able to qualify for any qualifying events such as match play, shootout or Keno. Restricted golfers will be ineligible to win a Monthly Medal or the Medal of Medals. Membership Subscription, Green fees and Competition fees are *shown in Appendix 1*.

#### **4.4 Election of Board of Directors**

- 4.4.1 Nominations for the Board of directors shall be made in writing and shall be signed by two (2) Full Playing Members of the Club and by the nominee, who shall be a Full Playing Member of the Club. Nominations shall be delivered to the General Manager at least twenty-eight (28) days before the Annual General Meeting. The General Manager shall forthwith post the nominations on the Club Notice Board.
- 4.4.2 If the total number of nominations received in accordance with Article 43(c) does not exceed.
- a) one (1) President
  - b) one (1) Male Captain and one (1) Female Captain
  - c) eight (8) Board Members,
- they shall be declared elected by the Chairman at the Annual General Meeting without ballot. If such number is less than required, the positions unfilled shall be treated as a casual vacancy and may be filled accordingly.
- 4.4.3 If such number shall exceed.
- a) one (1) President
  - b) one (1) Male Captain and one (1) Female Captain
  - c) eight (8) Board Members,
- then a ballot shall be conducted in the following manner:
- 4.4.3.1 The Returning Officer shall, at least twenty-one (21) days before the closing of the ballot forward each member entitled to vote a voting paper containing the names of all the duly nominated candidates listed in order, predetermined by the drawing of lots, an enveloped marked "Ballot Paper" addressed to the Returning Officer, a smaller envelope to contain the completed voting paper, and a card bearing a distinctive number to be signed by the voting member. The non-receipt by any member of such voting paper as aforesaid shall not invalidate the ballot.
- 4.4.3.2 The ballot shall close at 10 o'clock on the morning of the day preceding the Annual General Meeting.
- 4.4.3.3 The counting of votes shall be conducted by the Returning Officer assisted by a minimum of two (2) scrutineers appointed by the Board.
- 4.4.3.4 After closing of the ballot the Returning Officer, assisted by the scrutineers, shall open the outer envelopes and check the aforesaid signatures of members as to their qualification to vote. They are to then proceed to the examination of the voting papers.
- 4.4.3.5 Any voting paper on which the votes are not recorded in accordance with By-Law 4.4.4 shall be rejected as informal.
- 4.4.3.6 The Returning Officer shall report in writing the result of the ballot to the Chairman of the Annual General Meeting, who shall thereupon declare the result at the meeting.

- 4.4.3.7 In the event of an equality of votes in favour of two or more candidates, the Chairman of the Meeting shall conduct a further ballot at the Meeting. If there is a further equality of votes in favour of two or more candidates, the Chairman shall draw lots so as to ensure the election of the necessary number to fill the vacancies. The elected candidate(s) will be the candidate(s) drawn.
- 4.4.4 Voting system for election of Board Members; a member wishing to vote shall place a cross in the space provided on the voting paper, against the names of such candidates as he/she may approve, provided votes are recorded for.
- a) one (1) President
  - b) one (1) Male Captain and one (1) Female Captain
  - c) nine (9) Board candidates. The voting paper shall be placed in the smaller envelope and seal the same. The voter shall sign legibly on the numbered card and place it together with the sealed voting paper in the outer envelope and seal the same, and post, deliver or cause it to be delivered to the Returning Officer.

## **5. Golf**

### **5.1 Green Fees**

- 5.1.1 Competition Green Fees. 18 holes and 13 holes or less; *Members Green Fees - see Appendix 1*. The Gunnedah Golf Club reserves the right to negotiate the Green fee cost structure for "special" competitions.
- 5.1.2 Visitors Green Fees. Group bookings will be negotiated through the General Manager. *Visitors Green Fees – see Appendix 1*.
- 5.1.3 Full Playing Members may pay their Pre-paid Green fees in one (1) yearly payment. Full Playing Members are also able to pay their Pre-paid Green Fees in half yearly instalments.  
*Current Green Fees - see Appendix 1*.
- 5.1.4 Any visiting playing member who has reciprocal rights, is allowed to play up to five games per year. The visiting playing member will pay the same fees as a member of the Gunnedah Golf Club.
- 5.1.5 Any resident of Gunnedah who is a member of a reciprocal Golf Club cannot use the reciprocal rights of that Club to use the facilities of the Gunnedah Course as this is not deemed to be in the spirit of membership of the Gunnedah Golf Club.
- 5.1.6 Any visiting playing member, with an official Golf Australia handicap, playing in a Club event will pay the same fees as a member of the Gunnedah Golf Club.

### **5.2 Charities**

- 5.2.1 On Charity days registered charities will receive all green fees (less GST and Professional's commission) collected on the day (not pre-paid green fees), all competition fees and all catering and non-alcoholic beverage sales authorised through the General Manager.
- 5.2.2 On Benefit Days the beneficiary will receive half of any green fees (less GST and Professional's commission), but competition fees, catering and non-

alcoholic beverage sales authorised through the General Manager, will be given.

- 5.2.3 Competitions on charity/benefit days, non-golfers or those who have failed to play 5 single rounds in a golfing season as stated on their Golf Link history, are to have a maximum handicap of 19 for male golfers and 36 for female golfers. The Match Committee may from time to time approve the alteration of a Non-Golfer's handicap if in its absolute discretion and having regard to all the player's results in Charity and Benefit Day competitions, it considers that the change is warranted.
- 5.2.4 All golf on the charity/benefit days will be controlled by the Match Committee.

### **5.3 Competitions**

- 5.3.1 A time sheet will be provided online for a minimum of one (1) week before a competition is to take place. On days when a time sheet is in operation, any player who misses their time slot may be placed at the end of the field or division, whichever is applicable.
- 5.3.2 To be eligible to win a prize or voucher, the player's membership must be current and the player must hold a Golf Link handicap.
- 5.3.3 Two completed cards are required for any male competition, other than Club Championship competitions, to be declared. Two completed cards are required for any female competition to be declared. If the number of completed cards is less than those stipulated, the competition will revert to a Pro-shop competition.
- 5.3.4 For any Club Championship competition to be declared, 75% of the field's completed cards must be submitted. If the number of completed cards is less than 75% of the field, the competition will be postponed to a date stipulated by the appropriate Match Committee(s).
- 5.3.5 Trophies allocated to grades will be;
- a) Saturday male competitions – Winner and Runner-up to be awarded for each event and a Third place, if 3 or more players have completed the competition. The percentage for each placing will be set by the Board each year.
- b) Women's competitions - less than seven (7) players in a division; Winner only.
- More than seven (7) players in a division; Winner and Runner-up, under the following conditions.
- It takes five (5) players to constitute a competition in any one division.
- Less than five (5) players in Division 1 or Division 2, Division 1 and 2 combine.
- Less than five (5) players in Division 3 or Division 4, Division 3 and 4 combine.
- Less than 16 players overall; Winner and Runner-up over the entire field will be declared.
- 5.3.6 Winners of the Guzzler and NAGA awards must be present at the time of presentation to be eligible to accept this prize.

- 5.3.7 Trophies won by players will be held for a period of three months. After this period has elapsed, such trophies will be reused at the digression of the Match Committee.
- 5.3.8 Competition Grades and Divisions.
- a) General male competitions:  
A-Grade; up to 12, B-Grade; 13 to 18. C-Grade; 19 to 54.
- b) Club Men's Individual Championships:  
Division 1; up to 9, Division 2: 10 to 15, Division 3; 16 to 21, Division 4; 22 to 54.
- c) General female competitions and Club Women's Individual Championships:  
\* divisional changes subject to number participation to be determined by Female Captain at start of season.
- 5.3.9 All competitions will be run as outlined in the current Australian Golf Handbook or Women's Australian Golf Handbook (where appropriate), except where competitions are run under local rules as outlined by the Match Committee.
- 5.3.10 Sponsored trophies in male competitions will be allocated at the Sponsor's discretion if less than 40 players have completed their round. If the Sponsor wishes to postpone their event, Club vouchers will replace such trophies in accordance with By-Law 5.3.3a.
- 5.3.11 Visiting members cannot win a sponsor's trophy. They are eligible for a Club voucher in lieu.
- 5.3.12 Open Four-ball competitions will be decided by count-back and not by playoffs.
- 5.3.13 The Trainee Professional is entitled to win donated nett trophies.
- 5.3.14 All vouchers or trophies won as golf prizes.
- a) male - must be redeemed within three (3) months of the competition date.  
b) female - must be redeemed within three (3) month of the competition date.
- 5.3.15 Two (2) signatures are required on cards for all novelty events.
- 5.3.16 The Match Committee appoints a Ground Captain for competition events. A Match Committee member will check the results before presentation. The Ground Captain will hand cards that can be disqualified from the competition to a member of the Match Committee for checking. If a Ground Captain is unable to perform his/her duty, it is their responsibility to find a replacement.
- 5.3.17 All trophy donors are to be given at least a month's notice, in writing, of their competition date.
- 5.3.18 A disqualified player is still eligible to win nearest the pin, hole-in-one, second shot to the 18th, long drive and eagle's nest competitions provided the disqualification is not due to cheating on the course.
- 5.3.19 Control of the storm siren will be in the hands of the Captain, Starter or Match Committee.
- 5.3.20 Immediately the storm siren is sounded all play is suspended and golfers must leave the course as quickly as possible.

- 5.3.21 The decision regarding the resumption of play or a refund of fees will be in the hands of the Captain and/or Match Committee.
- 5.3.22 Any decision made by the Captain or Captain's appointee at a "Golf Presentation" shall stand unless it contravenes a "Rule of Golf."
- 5.3.23 A player selected in the seeded draw of the Club Single Championship must play in their divisional seeded draw as per below:-  
Division 1 - last 2 rounds  
Division 2 - last 2 rounds  
Division 3 - last 2 rounds  
Division 4 – last 2 rounds
- \* Any member regardless of their playing division shall be eligible to play in the Division 1 Club Championship seeded group if their position in the field justifies their seeding*
- \* the Division 1 seeded group shall consist of the Club Championships 4 best scores regardless of their usual playing Division.*
- 5.3.24 A Junior Member may play in Senior competitions if the following conditions are met:
1. The Junior Member must be referred by the Junior Liaison and Junior Match Committee.
  2. The Junior Member must have attained a Golf Australia Handicap of 54 (male) and 54 (female) or less.
  3. The Junior Member must have an appropriate knowledge of the "Rules of Golf" and "Golf Etiquette".
  4. The Junior Member must be able to score the appropriate game of golf.

#### **5.4 Course**

- 5.4.1 Golfers are permitted on the course on Tuesdays and Thursdays provide they do not interfere with the Women's golf competition and on condition that they stay well clear of that competition.
- 5.4.2 Members playing social rounds are permitted to play two (2) balls provide sand buckets are carried, and all divots and pitch marks are repaired.
- 5.4.3 The Course shall be closed to social golf on days when the Club Championships, Open Days and Pro-Am are being conducted.
- 5.4.4 Alterations to the Course: any proposed construction, tree planting, tree removal or other activity is subject to the following conditions.
- a) an outline detailing the proposal
  - b) an list of arguments for and against the proposal
  - c) a detailed costing
  - d) a diagrammatic layout or the proposal
- The proposal shall be exhibited for members' comment for a period of not less than two (2) weeks. Following the exhibition the recommended proposal will be forwarded to the Board.

## 5.5 Use of Motorised Golf Vehicles on Course

The use of a motorised golf vehicle is a privilege not a right and is subject to the following By-Laws. Persons failing to comply with these By-Laws may have their motorised golf vehicle usage suspended. During such suspension the motorised golf vehicle will not be allowed on the Gunnedah Golf Course (*including shared vehicles*). These rules have been introduced to endeavour to protect the course for all golfers.

### 5.5.1 Application to the Board to use a golfing conveyance; (**Member refers to Full Playing /Social Golfing Member**):

- a) Members apply to the Board for approval in principle, for the use of motorised golf vehicles. Approval is subject to the vehicle meeting the guidelines as provided in 5.6.2.
- b) Prior to initial use the vehicle is to be inspected by the Captain or his/her delegate.

### 5.5.2 If the motorised vehicle has not been specifically designed for use as a golfing conveyance then it must conform to the following physical guidelines.

- i) the vehicle shall be of such design as not to cause damage to the course.
- ii) appropriately designed "turf tyres" are to be used.
- iii) vehicles must abide legislated noise pollution levels.

### 5.5.3 Rules of usage.

- a) Obey all golf vehicle signs on the course as well as notices on Club noticeboards pertaining to the use of motorised golf vehicles.
- b) Golf vehicles are not allowed to be within ten (10) metres of greens or driven on tees unless parked in a designated parking area or on a designated vehicle track.
- c) During wet weather, golf vehicles are to be used only down the edges of the fairways.
- d) During prolonged wet weather, golf vehicles may not be allowed on the course.
- e) The vehicle is not to be driven irresponsibly.
- f) The driver shall use the vehicle in such a manner as to cause the least amount of damage to the course.
- g) The driver of a golf vehicle must hold a driver's licence or be at least 18 years of age.
- h) All golf vehicles are to be parked in designated parking areas near greens and tees as indicated by signs or outside the perimeters outlined in 5.6.3.
- i) Golf vehicles are NOT to be driven on any dam wall EXCEPT on the 4<sup>th</sup> Hole on the designated vehicle track.
- j) Golfing Members may report persons failing to comply with these By-Laws by completing and signing an Incident Report and submitting the report as prescribed.
- k) All such Incident Reports will be referred to the Board of Directors.

l) Persons who are reported for failing to comply with these By-Laws may be asked to appear before the Board of Directors to explain their actions.

m) The Board of Directors have the power to suspend a Member's golf vehicle usage on Gunnedah Golf Course.

5.5.4 Application to the Board to occupy a Motorised Vehicle Shed Bay.

a) Full Playing Members apply to hire a Motorised Vehicle Shed Bay. Approval is subject to the hirer(s) meeting the guidelines as provided in 5.6.4:

i) One (1) only Motorised Vehicle to be housed in the shed bay; OR

Two (2) only Motorised Hand Buggies to be housed in the shed bay; OR

Two (2) only Motorcycle Buggies to be housed in the shed bay.

ii) Shed bays are only to house vehicles or buggies for use on the course.

iii) No equipment pertaining to golf, apart from the hirer(s), may be kept in the shed bay.

iv) No foreign equipment or goods are to be kept in the shed bay – the bay is not a general storage area.

v) No flammable liquids or discarded batteries are to be kept in the shed bay.

vi) A common key (for the gate) will be supplied to the hirer(s) of the shed bay by Gunnedah Golf Club.

vii) The hirer is to supply a lock for the bay door. A spare key to the lock is required to be held in the office. This allows members access if their key is lost or misplaced. It also allows the club to carry out repairs to the bay or shed if needed.

viii) A single power outlet will be supplied. Dual occupants must supply a S.A.A. approved power-board for their use.

ix) The shed bay is to be kept clean at all times.

x) The office is to be notified if any repairs are required to the bay or shed. Repairs will be carried out as soon as practically possible.

xi) It is difficult to have a waiting list of members with a vehicle or buggy and needing a bay when a member has a bay and no vehicle or buggy.

xii) Any member renting a shed and not having a vehicle or buggy will notify the General Manager. The member will have a period of two (2) months to replace the vehicle or buggy. Failure to comply will result in the shed bay being forfeited, unless prior arrangements have been made with the General Manager.

xiii) Gunnedah Golf Club will not be responsible for any damage or loss to any equipment in storage. Insurance cover is the hirer's responsibility.

5.5.4.1 If a Full Playing member remains unfinancial after three (3) months

(30<sup>th</sup> September) they will be deleted from the Motorised Vehicle Shed list or Waiting List.

5.5.5 Cessation of Occupancy of the Motorised Vehicle Shed Bay.

- a) If a Full Playing Member relinquishes his/her lease of his/her Motorised Vehicle Shed Bay; the first Full Playing Member on the Waiting List will be offered the Shed Bay.
- b) If such Full Playing Member does not wish to occupy the Shed Bay, such member will be deleted from the Waiting List and the next member on the Waiting List will be offered occupancy.
- c) The procedure outlined in 5.6.5b) will be followed until the Shed Bay is occupied.
- d) Occupancy of a Shed Bay is not transferable.
- e) If a Member becomes deceased,
  - the lease will cease and By-Law 5.6.5a), b) and c) will be followed, except if;
  - i) the Cart Shed is shared with another financial Full Playing Member (who is listed in the Club Records), who will then continue with the Cart Shed lease.

5.5.6 Members who have leased space in the new Cart Shed will preference to a single bay shed as they become vacant. The vacant single bay shed will be offered to the first name waiting listed prior to the new shed being occupied, if declined the shed will be offered to the next member on the list.

## **5.6 Tree Planting on the Golf Course**

- 5.6.1 No tree shall be planted on the course without Board approval. Board approval should not be given unless there has been a submission to plant the tree, that submission to include a diagram as to the location and also showing the projected canopy and size of the tree upon maturity and providing a description as to how that tree will impact on the course and the surrounding trees.
- 5.6.2 No tree has a legitimacy on the course unless it has been approved by the Board.
- 5.6.3 No tree should be planted where either the root system or the canopy on maturity extend over the fairway. The exceptions are where.
  - i) a tree is planted to replace an existing dying or dead tree.
  - ii) it is perceived by the Board, after suitable enquiry and consultations, that a tree is required as a hazard and hence will become part of the course.
- 5.6.4 No tree should be planted where the canopy upon maturity extends over the fence-line.
- 5.6.5 No tree should be planted where the canopy of the tree, upon maturity, will impact on the canopies of existing fully grown or the projected canopies of already planted trees. The exception is where the purpose of the trees is to create a screen for protection.
- 5.6.6 New trees should be planted far enough apart and on such alignment that will allow easy access for rough mowing.

## 6. Handicaps

- 6.1 Handicapping shall be carried out in accordance with the current Australian Handicapping System.
- 6.2 Members of this club who elect to have another club as their Home Club and visitors to the Club, must produce an up-to-date handicap card on each and every occasion they play at this club.
- 6.3 All new members will commence on a handicap as calculated under Rule 2 of the Australian Handicapping System. This will allow all playing members to commence on a handicap up to a maximum of 54.
- 6.4 Scores for Handicap Purposes.
  - i) All scores established in all 18 hole competition rounds under the Rules of Golf at courses with an Australian Course Rating shall be used for handicapping purposes. A Competition Round is defined as one conducted by a recognised golf club, its professional or agent for which trophies or prizes are awarded for golfing performance.
  - ii) Any stipulated round of 9 holes or more may be used for handicapping purposes. The score shall be converted to an 18 hole score as per Rule 1,a,(v) of the Australian Handicapping Rules.
  - iii) All processed cards must be kept for one (1) month after competition date.

## 7. Administration

- 7.1 Minor administrative matters may be resolved in discussion with the President. If the matter is not resolved, it must be discussed at Board level.
- 7.2 A copy of the previous month's minutes together with the statement of receipts and payments, copies of reports and any other relevant information is to be available to each Board Member on the Friday prior to each Board meeting.
- 7.3 All correspondence for Board Meetings must be in the hands of the Secretary or General Manager by mail Clearance time on the day of the meeting.
- 7.4 People wishing to use the Barbeque facilities for other than Club organised events will be required to lodge a deposit. The deposit will be refunded if the facility is left in a clean and tidy condition and to the General Manager's satisfaction.

*Barbeque deposit – See Appendix 1.*
- 7.5 Dress will apply in the Club and on the Golf Course. *Dress Code – See Appendix 2.*
- 7.6 Dogs are not allowed on the grounds of the Gunnedah Golf Club.
- 7.7 Life Membership Selection Criteria

These guidelines identify the criteria for assessment, which should be clearly understood by all members endorsing a nomination.

It should be remembered that a Life Member will be seen as a "Role Model" for members and therefore should portray an appropriate image.

The Criteria for Life Membership are; **a minimum of five (5) criteria must be met.**

\* A minimum of ten (10) years serving as a Director of the Gunnedah Golf Club Board.

\* Has served on the Board Executive for a minimum of five (5) years, i.e. President, Vice President, Captain, Treasurer, Secretary.

\* Has actively served and promoted the club for a minimum of ten (10) years continual service, not necessarily serving on the Board.

\* Has demonstrated exemplary leadership in Club activities.

\* Has actively promoted and supported the objectives of the Club.

\* Has maintained a knowledgeable and consistent concern for all members of the Club.

\* Is seen by other Members as one who has rendered outstanding service to the Club and is seen as being worthy of recognition.

7.8 No equipment is to be borrowed from the Gunnedah Golf Club unless the Board or the General Manager has authorized the borrowing

## **8. Supervision of Children on Gunnedah Golf Club Premises.**

8.1 Child supervision and protection are integral components of our Junior Golfer program. Parent/guardian consent to participate in the program is essential. Any adult who wishes to participate in the program must complete a Working with Children Clearance.

### **8.2 Supervision of Children Procedure**

8.2.1 To ensure compliance with the Club's By-Law (9.2) for the supervision of children on Club premises the following Procedures will be adhered to at all times for both the Course and Clubhouse.

#### **Course Procedure for Junior Member**

If the child is a member of the Junior development Program the Parent/Guardian is required to complete a Consent Form to show they understand the risks associated with the game of golf and accept responsibility in the event of an accident. This acceptance is taken on the understanding that the Gunnedah Golf Club has exercised proper "Duty of Care" in the conduct of the Junior Program.

These children are allowed to play on the course and use the practice facilities provided they have presented themselves to the Professional shop and have been authorised to undertake the activity as requested.

None of the Junior Program Members are allowed to bring friends to use the facilities unless the friends have completed the necessary Parent/Guardian Consent Form and have paid the appropriate fees for the activity. Under no circumstances are friends allowed to use the Practice Facilities because they are Members' facilities.

Any Junior visitor to the course must complete the Parent/Guardian Consent form at the Professional shop and be assessed as competent to proceed to the course without direct supervision or alternatively have their parent or guardian or responsible adult walk the course with them.

### **Clubhouse Procedures**

No child under 18 years of age can use the Clubhouse facilities, which includes the golfing simulator, without being in the direct supervision of their parent or guardian or responsible adult at all times whilst in the Clubhouse.

Under no circumstances are Staff allowed to vary either the Policy or Procedures relating to supervision of children within the Club premises. The club will do everything possible to accommodate children less than 18 years of age. However, we have considered our "Duty of Care" responsibilities and only accept the above conditions as being responsible with low risk.

We, the undersigned persons whose names appear below, ratify the Gunnedah Golf Club By-Laws dated 23 June 2025.

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Ken Renton  
Gunnedah Golf Club President

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Bradley Hopkins  
Gunnedah Golf Club Secretary

## APPENDIX 1. – Amended for 1 July 2025

### 1. Fees and Charges – (all inclusive of GST)

#### 1.1 Membership

1.1.1	Playing Member;	\$500.00
	Life Member;	\$ 0.00
	Junior Member (less than 18 years);	\$ 60.00
	Restricted Golfing Member;	\$200.00
1.1.2	Social Member – 1 Year ;	\$ 5.00
	Social member - 3 Years;	\$ 10.00
	Social member – 5 Years;	\$ 15.00
	Social concession Member – 1 Year;	\$ 3.00
	Social concession member - 3 Years;	\$ 6.00
	Social concession member – 5 Years;	\$ 9.00

#### 1.2 Green Fees and Competition Fees

1.2.1	Green Fees: Playing Members; 18 Holes -	\$ 15.00
1.2.2	Green Fees: Playing Members; 9 Holes -	\$ 10.00
1.2.3	Competition Fee: Playing Member; 18 Holes -	\$ 8.00
1.2.4	Competition Fee: Playing Member; 9 Holes -	\$ 5.00
1.2.5	Green Fees: Restricted Members; 18 Holes -	\$ 25.00
1.2.6	Green Fees: Restricted Members; 9 Holes -	\$ 15.00
1.2.7	Competition Fee: Restricted Member; 18 Holes -	\$ 8.00
1.2.8	Competition Fee: Restricted Member; 9 Holes -	\$ 5.00
1.2.9	Green Fees: Junior Members -	\$5.00
1.2.10	Pre-paid Green Fees; Yearly -	\$550.00
1.2.11	Pre-paid Green Fees; Half yearly -	\$275.00
1.2.12	Charity Day; 80% of Gross Green Fees and 90% of Competition Fees. Benefit Day; 40% of Gross Green Fees and 90% of Competition Fees.	
1.2.13	Green Fees:	
	Social (Non-Member) Golfers; 18 Holes -	\$ 37.00
	9 Holes -	\$ 26.00
1.2.14	Men's Competition Fees: Wednesday;	\$ 5.50
1.2.15	Men's Competition Fees: Saturday;	\$ 8.00
1.2.16	Costing for Saturday Members Competition	
	Green Fee	\$ 15.00 (Full Playing)
		\$ 13.50 (Pre-paid)

		\$ 25.00 (Restricted)
	Competition Fee	\$ 8.00
	Ball Comp.	\$ 3.00
	Mystery 9 Holes	\$ 2.50
1.2.17 Costing for Tuesday and Thursday Members Competition		
	Green Fee	\$ 15.00 (Full Playing)
		\$ 8.00(Pre-paid)
		\$ 25.00 (Restricted)
	Competition Fee	\$ 8.00
	Ball Comp.	\$ 3.00
1.3 Motorised Vehicle/Buggy Shed Hire Fees		
1.4.1	Annual Hire Fee for a bay;	\$350.00
1.4.2	Annual Power Fee; Motorised Vehicle	\$250.00
1.4.3	Additional Power Fee; Motorised Buggy	\$145.00
1.4 Cart Hire		
	Playing Members 18 Holes -	\$ 35.00
	Playing Members 9 Holes –	\$ 25.00
	Non-Playing Members 18 Holes -	\$ 40.00
	Non-Playing Members 9 Holes –	\$ 30.00

## 2. Expenditure

### 2.1 Wages

### 2.2 Purchasing

#### 2.2.1 Purchasing Policy

- General Manager's authority under By-Law 3.1.1 - \$25,000.00
- Course Superintendent's authority under By-Law 3.1.2 - \$ 5,000.00
- Urgent purchase under By-Law 3.1.4 - \$40,000.00

### 2.3 Quotations

#### 2.3.1 Quotations Policy

- General Manager's authority under By-Law 3.2.1 - \$25,000.00
- Preferred Contractor's Project Expenditure under By-Law 3.3 - \$40,000.00

## **APPENDIX 2. - 28 July 2025**

### 2.1 Golf Carts

The usage/storage of golf carts on the Club premises remains the sole risk of the owners. The Club holds no responsibility or liability of any kind for damage caused by storms, fire, theft, flood, misuse to the like.

### 2.2 Dress Code for Gunnedah Golf Club

#### 2.2.1 Clubhouse Dress Code.

Neat and casual attire at all times.

#### 2.2.2 Golf Course Dress Code.

Neat and casual attire at all times.

(a) Thongs, bare feet, touch football shoes, football attire (guernseys, shorts and socks), tank tops, singlets, obscene motive shirts or other obscene motive garments are not acceptable.

### 2.3 Code of Conduct for Gunnedah Golf Club; *as per attachment Appendix 4.*

## APPENDIX 3. – 28 July 2025

# Nomination Criteria for Life Membership to the Gunnedah Golf Club

### Preamble

This information package has been prepared to assist members of the Club who wish to submit a nomination for consideration by the Board of Directors.

Life Membership represents the most prestigious form of recognition for a member's outstanding contribution to the club.

### Process

***All applications for Life Membership must be submitted to the Club Secretary in writing on an official Life Membership Nomination Form and signed by two (2) financial playing and voting members of the club.***

If completed correctly, the Life Membership Nomination Form will provide the evaluating committee with a record of the nominee's outstanding contribution to the **Gunnedah Golf Club**.

Upon receipt of a nomination for Life Membership, the Club Secretary shall submit the Nomination to the Board, whose role is to assess the merits of the nomination and recommend that the nomination be accepted or rejected.

If the nomination is accepted the Board will make a recommendation being placed before the members at an Annual General Meeting of the club.

Each recommendation to place such nomination before the next Annual General Meeting must be carried by a two-thirds majority of those members present and entitled to vote. Due notice of such meeting shall be given to all members.

### Responsibilities of Life Membership

Life Membership carries with it all the privileges of Playing Membership. Life Members play an important role in providing leadership and maintaining the integrity of the club.

### Selection Criteria

These guidelines identify the criteria for assessment, which should be clearly understood by all members endorsing a nomination.

It should be remembered that a Life Member will be seen as a "Role Model" for members and therefore should portray an appropriate image.

The Criteria for Life Membership are ***a minimum of five (5) criteria that must be met.***

- A minimum of ten (10) years serving as a Director of the Gunnedah Golf Club Board.
- Has served on the Board Executive for a minimum of five (5) years, i.e. President, Vice President, Captain, Treasurer, Secretary.
- Has actively served and promoted the club for a minimum of ten (10) years continual service, not necessarily serving on the Board.
- Has demonstrated exemplary leadership in Club activities.

- Has actively promoted and supported the objectives of the Club.
- Has maintained a knowledgeable and consistent concern for all members of the Club.
- Is seen by other Members as one who has rendered outstanding service to the Club and is seen as being worthy of recognition.

### **Closing Dates for Nominations**

The closing date for a nomination for Life Membership will be at the Monthly Meeting of the Board two (2) months prior to the Annual General Meeting. This consideration allows the Board of Directors ample time to process the application prior to an Annual General Meeting of the all-club members.

### **Nomination Forms**

To obtain a Life Membership Nomination Form, or for further information, please contact the Club Secretary or Office.

## Nomination Details for Life Membership

### Application Endorsement

\_\_\_\_\_ having completed \_\_\_\_\_ years as a member of the **Gunnedah Golf Club** is hereby nominated for **Life Membership** by the following *financial playing* and *voting* Members of the Club.

Office  
Use  
Only

**Nominated by:** (Nomination Contact)

*Financial*

Name: \_\_\_\_\_

Membership Badge No: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_

(Home) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Seconded by:**

*Financial*

Name: \_\_\_\_\_

Membership Badge No: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_

(Home) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

***Please complete the candidate's achievements in the spaces provided over the page.***

